

SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY
EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

OPEN COMPETITIVE
QUAD COORDINATOR
(ADMINISTRATIVE COORDINATOR II)

POSITION AVAILABLE WITH THE CRIMINAL DIVISION OF SUPERIOR COURT
LOCATED AT 201 W. JEFFERSON, PHOENIX

RECRUITMENT DATES: Monday, August 14, 2000 – Open Until Filled

SALARY: \$12.65 (entry) Per Hour

QUALIFICATIONS: A Bachelor's Degree in Business Administration or a related field and one year of administrative experience. An equivalent combination of education and experience which provides the required knowledge, skills and abilities may be substituted.

Preferred: Strong communication skills, strong attention to detail, facility with numbers, and the ability to work with varied judicial officers, court administration personnel and other criminal justice partners. Must be familiar with MS Office. Prefer experience in a court or judicial environment.

ESSENTIAL JOB TASKS: Assists in development and handles maintenance of statistical measurements and reports to analyze caseload and court case flow objectives. Performs minute entry support for case processing in CMS (Criminal Department database). Provides up-to-date information on the condition of each judicial officer's caseload in the appropriate quad. Works with division staff, court administration and clerk's office to accomplish prompt case processing through the monitoring of case events within the court system. Reviews jail population statistics. Coordinates case reassignments and transfers within quad – minute entries and docketing using ACS (Court calendaring system). Performs case management analysis in the most difficult and complex cases and prepares reports on findings. Coordinates and attends quad case flow management meetings.

SELECTION PROCEDURE: Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

NOTE TO EMPLOYEES: Unless you are a temporary or unclassified employee, you must have successfully passed initial probation before your application can be considered.

FILING PROCESS: Required County Application Form (3100-049) AND SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. Internet Address: www.maricopa.gov

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: 106148 / KAC, 7a
RECRUITMENT ABBREVIATION CODE: AC2-QUAD

DATE PUBLISHED: Monday, August 14, 2000
Supersedes: 106092

SUPPLEMENTAL INFORMATION

QUAD COORDINATOR

(ADMINISTRATIVE COORDINATOR II)

PLEASE NOTE: This form does NOT replace the information requested on the "Application for Employment." Be sure your application and this supplement are both accurate and complete. Information provided on this supplement will be used to determine your eligibility for this position. FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION.

1. Do you have experience working in a court or judicial environment? ☐ Yes ☐ No __#Yrs
If yes, please describe.

2. Are you familiar with the following:

- a. Microsoft Word ☐ Yes ☐ No __#Yrs
b. Microsoft Excel ☐ Yes ☐ No __#Yrs
c. Microsoft Access ☐ Yes ☐ No __#Yrs
d. Microsoft Powerpoint ☐ Yes ☐ No __#Yrs

Please list other software with which you are proficient.

SIGNATURE

DATE

AC2-QUAD, 8/00